



*Think Green! All of our energy-efficient products and services listed in this publication are supported by the Environmental Protection Agency as well as the Federal Energy Management Program.*

U.S. General  
Services Administration  
Federal Supply Service

# Energy Solutions Products and Services



We Accept GSA SmartPay Purchase Cards



## *Message from the Administrator*

Over the past 2-1/2 years, the General Services Administration's (GSA's) Federal Supply Service has doubled its efforts at providing customer agencies with a variety of environmental items including energy and water efficient products and services. This has been done in part through support for our Planet GSA environmental initiative, which focuses on coordinating all of the things that we are doing for the environment. Today, we are Buying green products, Building in a sustainable way, Driving alternative fueled vehicles and promoting teleWORK. We take the environment into consideration in how we Manage our operations, and we are also Saving green. Saving green involves saving energy, water and money — and it is the focus of this publication.



This publication brings to you a variety of energy and water efficient products and services with the objective of helping you reach your goals of reducing energy and meeting the requirements of Executive Order 13123, "Greening the Government through Efficient Energy Management." Today in GSA, we offer a wider variety of energy related items than ever before, and we have designed this publication to make your energy purchasing decisions easier. You will find the energy and water efficient products and services listed here available through the Federal Supply Service Schedules Program. Whether buying utilities or energy efficient equipment, auditing a building, checking for billing errors or doing a major upgrade, you can use this publication as an energy management reference guide.

We bring this energy guide to you in conjunction with October — Energy Awareness Month! But, we hope you will take the spirit of Energy Awareness Month forward throughout the coming year, and remember "BUY GREEN FROM GSA!!"

A handwritten signature in black ink that reads "David J. Barram". The signature is fluid and cursive, with a long horizontal line extending from the end.

Dave Barram



# Energy Efficient Purchasing in the Federal Government

The U.S. Department of Energy (DOE) and the U.S. Environmental Protection Agency (EPA) have come up with two simple ways to help agency purchasers and specifiers in identifying and purchasing energy efficient equipment that complies with EO 13123. The first is the **ENERGY STAR®** labeling program, and the second is FEMP's Product Efficiency Recommendations.



Each year, the Federal Government spends an estimated \$10-\$20 billion to purchase energy-related products. This equipment is responsible for the roughly \$3.5 billion in annual energy bills for Federal facilities. To help reduce taxpayer dollars and the Federal energy bill, President Clinton signed Executive Order 13123, Greening the Government through Efficient Energy Management, on June 3, 1999. EO 13123 directs agencies to purchase Energy Star® labeled products; or, for product groups where Energy Star® programs do not yet exist, purchase products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program (FEMP). EO 13123 also directs GSA to identify energy efficient products in its catalog and in the **GSA Advantage!** program. This order succeeds EO 12902, signed in 1994, which first required agencies to purchase energy using products in the top 25% of efficiency.

# Two Simple Ways to Identify and Purchase Energy Efficient Equipment

The ENERGY STAR® label program is the easiest way to help you identify energy-efficient equipment. DOE and EPA have been working together to promote the specification and procurement of energy efficient equipment. To make them easily identifiable, products that meet the EPA/DOE energy-efficiency guidelines are awarded the Energy Star® label.

“Energy efficiency is one of the most important resources in the United States for protecting the environment and saving dollars. That’s why the EPA and DOE designed the Energy Star® label. It’s the symbol for energy efficiency,” says Kathleen Hogan, Director of the Climate Protection Division at EPA.

The Energy Star® program was originally developed by the EPA to address the issue of climate change by reducing energy-related emissions of carbon dioxide to the atmosphere.

The Energy Star® label, based on efficiency criteria set by DOE and EPA with input from manufacturers and retailers, identifies the top tier of the market for energy efficiency.

Manufacturers are invited to become partners in the Energy Star® program by signing a Memorandum of Understanding (MOU). Any product that meets the specification criteria spelled out in the MOU may bear the label. And only those manufacturers who are partners in the program may place the Energy Star® label on their products.

While manufacturers certify their products as Energy Star®-compliant, using standard industry test methods, EPA and DOE reserve the right to randomly test products and take

appropriate actions if they detect non-compliance. Manufacturers also agree to use the Energy Star® label correctly in identifying their products. The EPA and DOE take logo-use violations extremely seriously. To assure that the label consistently represents the most efficient products available in the marketplace, the guidelines are periodically reviewed, because technological advances may change the specifications for energy efficiency.

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**“Energy efficiency is one of the most important resources in the United States for protecting the environment and saving dollars.”**

— Kathleen Hogan,  
Director of Climate Protection Division, EPA

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As an added benefit of the program, Energy Star® has developed web based interactive tools that help purchasers calculate the potential energy cost savings over the life of an Energy Star® product. For more information on the Energy Star® labeling program and its web based cost calculators, visit the web site at [www.energystar.gov](http://www.energystar.gov) or contact 1-888-ENERGYSTAR.





The second way for agencies to identify energy efficient products is to follow the FEMP Product Energy Efficiency Recommendations for product types that represent the upper 25% of efficiency but are not yet covered by an Energy Star® labeling program. An easy way to identify the products that comply with the FEMP recommended efficiency levels in **GSA Advantage!** is to look for the “EE” symbol. By the way, FEMP is working with the Energy Star® program at DOE and EPA to create Energy Star® labels for many of these products, too. The FEMP Recommendations, typically two pages long, help you to determine which products qualify among the top 25% of efficiency, and identify Federal supply sources, including GSA, that offer these energy efficient products.

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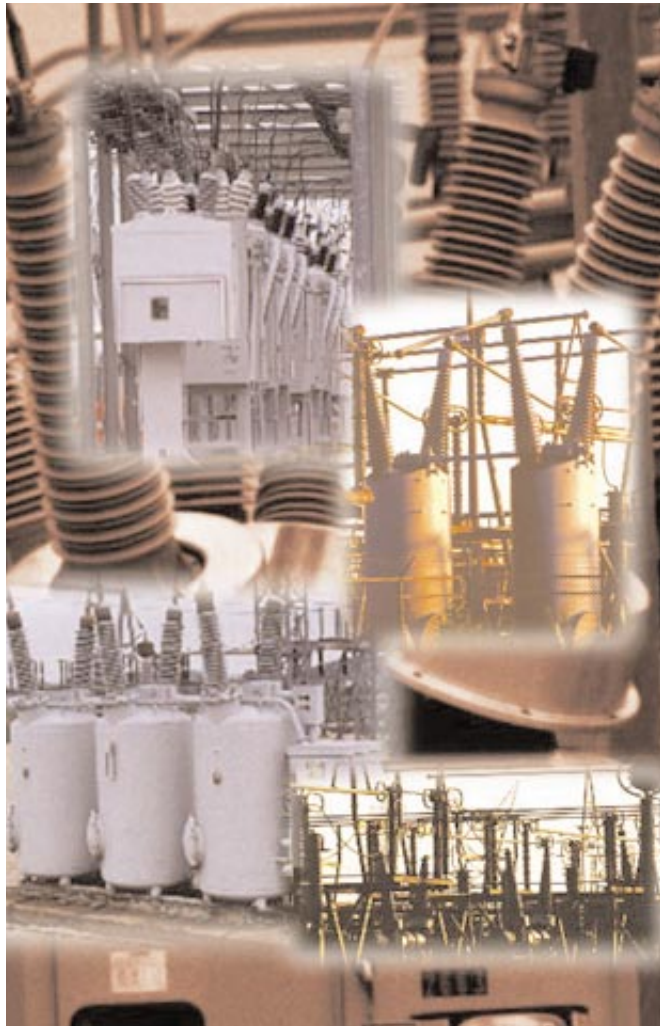
**“FEMP’s Product Energy Efficiency Recommendations provide agencies with an excellent screening resource to help in their energy efficient purchasing decisions.”**

— Beth Shearer, FEMP’s Director

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Buyers will also find a cost-effectiveness example to help them compare annual and life-cycle energy cost savings with the added cost of an efficient product.

In addition, determining the lifetime energy costs associated with improved efficiency is just a click away from your desktop! Interactive web cost calculator tools have been developed which allow purchasers to calculate and compare lifetime energy costs. And now, your job of specifying, installing and using the products is made easier with tips from FEMP’s Recommendations.



According to Beth Shearer, FEMP’s Director, “FEMP’s Product Energy Efficiency Recommendations provide agencies with an excellent screening resource to help in their energy efficient purchasing decisions.” As of June 2000, FEMP had published 36 Recommendations for energy efficient commercial and residential products. These are available at:

[www.eren.doe.gov/femp/procurement](http://www.eren.doe.gov/femp/procurement)

or in print as a loose-leaf binder, **Buying Energy Efficient Products**. For more information on the recommendations, cost calculators, or to obtain a copy of the binder, call **1-800-DOE-EREC** or visit the FEMP web site.



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**“GSA can become a catalyst for Federal energy efficient purchasing. As GSA’s customers buy more energy efficient products, they save taxpayer dollars, help save the environment, and help meet the savings goals of the Presidential order.”**

— Beth Shearer, FEMP’s Director

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GSA has worked with EPA and DOE to improve its energy efficient product listings, making it easier for agencies to identify Energy Star® or FEMP-compliant products. This list (see right) shows all the products offered through GSA that are covered by Energy Star® or that meet FEMP’s Recommendations. Beth Shearer, FEMP’s Director says, “GSA can become a catalyst for Federal energy efficient purchasing. As GSA’s customers buy more energy efficient products, they save taxpayer dollars, help save the environment, and help meet the savings goals of the Presidential order.” Agencies should contact their regional GSA Customer Service Director (see page 36) for more information on GSA’s energy efficient product offerings. When buying products online, agencies should use **GSA Advantage!** and look for the Energy Star® and “EE” symbols.

By using and specifying the Energy Star® symbol and FEMP’s recommended efficiency levels as criteria for purchasing, Federal buyers can now feel confident that the equipment they buy will help their agencies achieve the goals of EO 13123, save taxpayer dollars and improve the environment.

## **ENERGY STAR® and FEMP products offered through GSA:**

### **Energy Star® Products**

- Compact Fluorescent Lamps
- Exit Signs
- Office Equipment (PC, Monitor, Copiers, Printers, & Fax Machines)
- Distribution Transformers (Low Voltage)
- Room Air Conditioners
- Refrigerators
- Residential Clothes Washers
- Residential Dishwashers
- Residential Electric/Gas Water Heaters
- Residential Roof Products
- Residential Windows
- Home Electronics (DVD, TV, VCR, TV/VCR Combo Units, Home Audio Equipment)

### **“EE” Products**

- Fluorescent Ballasts
- Fluorescent Lamps
- Fluorescent Luminaires
- Industrial HID Luminaires
- Distribution Transformers (Medium Voltage)
- Water-cooled Electric Chillers
- Ice Making Machines
- Faucets
- Showerheads

**[www.eren.doe.gov/femp/procurement](http://www.eren.doe.gov/femp/procurement)**



# 871 II – Energy Management Services and Energy Commodities

## Energy Management

No matter what your energy source is, we can help you get it — and manage it — efficiently.

**Products include** Energy audits, program support, procurement of electricity, natural gas and renewable energy.

**Services include** Energy management services such as auditing, studies, planning, analysis; purchase of electricity and natural gas and renewable energy.

### Relevant Special Item Numbers:

- 871-200 Energy Management Program Support:** Energy planning and strategies, energy choice analysis, risk management, metering services, bill and management oversight, preparing statements of work.
- 871-201 Energy Audit Services:** Energy audits, resource efficiency management, use of alternative energy sources, building commissioning services.
- 871-203 Managing the Procurement and Use of Natural Gas:** Supplying natural gas in deregulated markets. Emergency power sources.
- 871-204 Managing the Procurement and Use of Electricity:** Supplying electricity in deregulated markets. Emergency power sources.
- 871-205 Managing the Procurement and Use of Energy from renewable sources:** Supplying electricity or natural gas to deregulated markets from renewable sources. Emergency power sources.
- 871-299 Introduction of New Services**

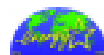


**Energy Star® Products Available? No**

**Schedules E-Library? Yes**

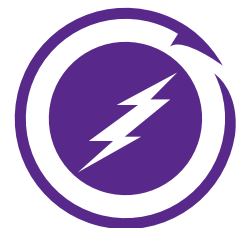
**GSA Advantage!® Yes**

**Special Ordering Instructions: Order directly from contractors**



**Schedules E- LIBRARY**

**GSA Advantage!**  
www.gsaadvantage.com



# 70 Supply Schedule 70 – General Purpose Commercial Information Technology Equipment, Software & Services

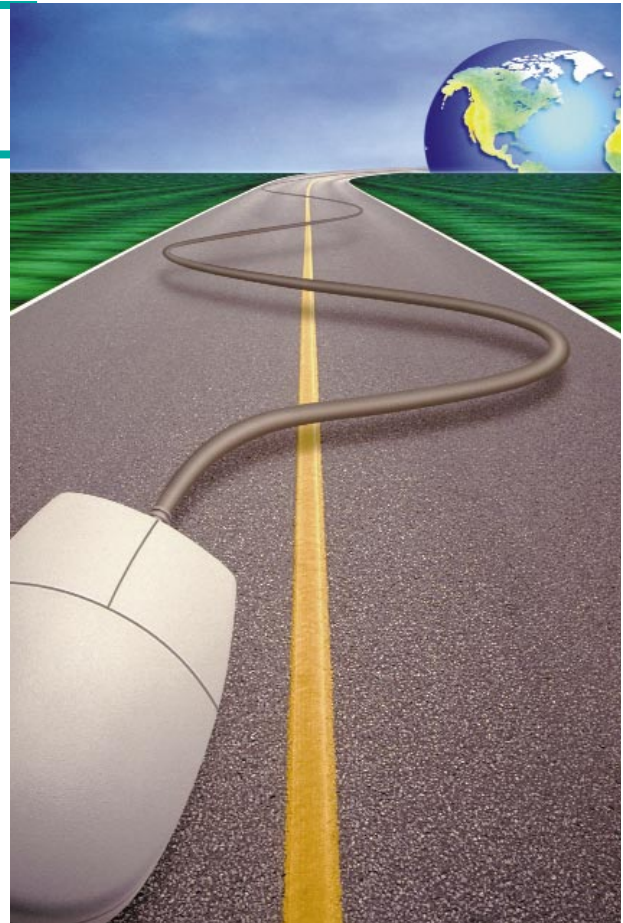
## Office Equipment Technologies

### Computers, Monitors, Printers, Fax Machines, Multifunctional Devices and Scanners

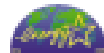
We're innovative leaders embracing the age of technology! These products are some of our fastest-moving, highest volume items available. To keep your office systems running efficiently, we've got the products you need to help you get the job done.

**Relevant Special Item Numbers:**  
**FSC Group 35, 36 and 70**

**FSS offers an array of environmental products and services. Visit our Environmental Programs web site at [www.fss.gsa.gov/enviro](http://www.fss.gsa.gov/enviro) to find out what we have to choose from.**



**Energy Star® Products Available? Yes**



**Schedules E-Library? Yes**

**Schedules E- LIBRARY**

**GSA Advantage!® Yes**



**Special Ordering Instructions: None**



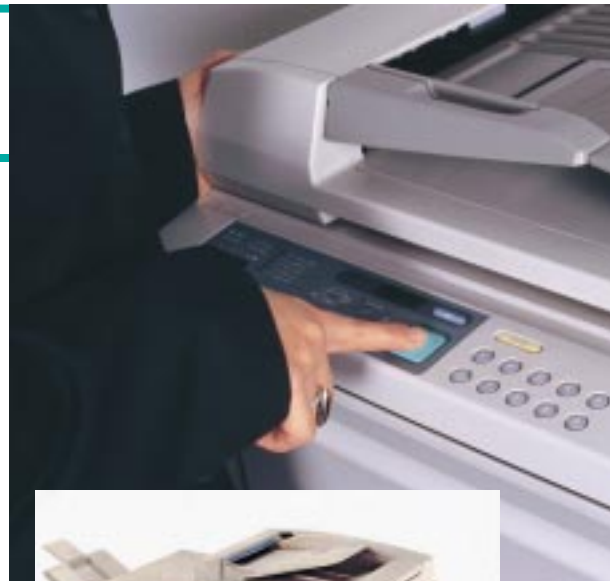
# 361 Federal Supply Schedule IV – Document Management Products and Services

## Office Equipment Technologies

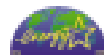
### Copiers

(See Also SIN 51-100  
Photocopying Equipment)

This group of energy efficient products includes Analog and Digital photocopiers with single or full color imaging, available in desktop and console configurations. Digital equipment includes both stand-alone and multi-functional photocopiers. Volumes range from under 1,000, to over 450,000 copies per month for the heavy user. Flexibility comes with a variety of document and paper handling capabilities, including document enlargement/reduction, document feeding, duplexing, stapling, punching and collating. And now, the digital multi-functional photocopiers have connectivity to individual workstations or networks, including fully integrated capabilities for copying, printing, scanning to print/file and facsimile, or modular expansion capabilities that will permit upgrades from stand-alone to multi-functional.



**Energy Star® Products Available? Yes**



**Schedules E-Library? Yes**

**Schedules E- LIBRARY**

**GSA Advantage!® Yes**



**Special Ordering Instructions: None**

# Schedule 72 II E (Furniture Systems)

## Lighting Technologies

### Lamps and Task Lighting

Illuminate your life in an energy-saving way! Once you try it, you'll see how easy a small change makes a big difference.

Many of the torchiers and lamps on Schedule 72 II are hardwired to exclusively use Energy Star® compliant Compact Fluorescent Light (CFL) bulbs which are 80% more efficient than incandescent light bulbs. Most other lamps on Schedule 72 II can be modified to use energy efficient CFL's.

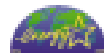
In addition to the schedule above, much of the Task Lighting used in Systems Furniture under Schedule 71 II E is fluorescent lighting.

#### Relevant Special Item Numbers:

**722-01** Lamps/Shades. Includes floor lamps, table lamps and wall lamps (including electrical sconces), track lighting, and replacement lamp shades. All lamps include an appropriate shade.



**Energy Star® Products Available?** No



**Schedules E-Library?** Yes

**Schedules E- LIBRARY**

**GSA Advantage!?** Yes



**Special Ordering Instructions:** Replacement bulbs may be ordered from sources under Schedule 62 II.

o • 3FNI, (703) 305-1662;



# Federal Supply Schedule 72 II (Furnishings) and 71 II E (Furniture Systems)

## Lighting Technologies

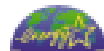
### Compact Fluorescent Lamps

Special Ordering Instructions: Replacement bulbs should be ordered from sources under Federal Supply Schedule 62 II on the following page. In addition to the CFL's available under schedule 72 II, much of the task lighting available for use with the systems furniture under Schedule 71 II E utilizes fluorescent lighting which is more energy efficient than incandescent lighting.

**FSS offers an array of environmental products and services. Visit our Environmental Programs web site at [www.fss.gsa.gov/environ](http://www.fss.gsa.gov/environ) to find out what we have to choose from.**



**Energy Star® Products Available? Yes**



**Schedules E-Library? Yes**

**Schedules E- LIBRARY**

**GSA Advantage!® Yes**



**Special Ordering Instructions: See above**

o • 3FNI, (703) 305-1662;

# Federal Supply Schedule 62 II – Energy Efficient Products

## Lighting Technologies

### Compact Fluorescent Light Bulbs and Electric Lamps

Brighten your environment with light bulbs and compact fluorescent bulbs. Standard bulbs are 4- to 360-watts in a variety of formats – krypton, halogen, reflector floods and spots, decorative lamps, and high-intensity discharge.

Fluorescent bulbs/lamps include: cool white/green, black & white, gold and quads. Speciality bulbs are also available.

#### Relevant Special Item Numbers:

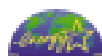
**206-13** Energy Efficient and/or Environmentally  
Friendly Light Bulbs



partnering for a greener government

**BUY GREEN!** We have made a commitment to help our employees to Buy, Build, Drive and Save Green in all areas.

**Energy Star® Products Available? Yes**



**Schedules E-Library? Yes**

**Schedules E- LIBRARY**

**GSA Advantage!® Yes**



**Special Ordering Instructions:** Order directly from contractors



# Federal Supply Schedule 62 II – Energy Efficient Products

## Lighting Technologies

### Lighting Sensor Systems

These systems control lights based on detection of motion or sound. Along with standard systems, there are enhanced systems available for warehouse and industrial applications. A photocell is built-in which allows the user to set the light level at which motion detection will turn lights on. This feature also allows lights to be deactivated during daylight hours.

#### Relevant Special Item Numbers:

**206-8** Lighting Sensor Systems – systems which operate as switches to turn lights on and off.

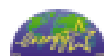
### Lighting Ballasts **E**

Products include Energy Saving Lighting Ballasts, Electromagnetic for Linear Fluorescent Lamps (T8-T12), encapsulated, weather-proof, Electronic, Rapid start. Low/High Frequency also available.

#### Relevant Special Item Numbers:

**206-9** Energy Saving Lighting Ballasts

**Energy Star® Products Available? No\***



**Schedules E-Library? Yes**

**Schedules E- LIBRARY**

**GSA Advantage!® Yes**



**Special Ordering Instructions: Order directly from contractors**

**“FEMP’s Product**

**Energy Efficiency**

**Recommendations**

**provide agencies with**

**an excellent screening**

**resource to help in**

**their energy efficient**

**purchasing decisions.”**

**— Beth Shearer, FEMP’s Director**

\*Note: The Department of Energy’s Federal Energy Management Program (FEMP) established a recommended minimum energy efficiency level that Federal buyers should consider when purchasing items under this product grouping. Visit the FEMP web site at [www.eren.doe.gov/femp/procurement](http://www.eren.doe.gov/femp/procurement) to learn more about their efficiency recommendations.

# Federal Supply Schedule 62 II – Energy Efficient Products

## Lighting Technologies

### Industrial HID Luminaires **E**

Control your lighting as you see fit! These Industrial HID luminaires provide multiple socket positions to accommodate different lamps and provide narrow or wide light distribution. Choose from metal halide (MH) lamps and high-pressure sodium (HPS) lamps. Capacitive switching with special HID ballasts can provide bi-level lighting control for use with occupancy sensors in warehouses, garages, or other areas with intermittent occupancy.

#### Relevant Special Item Numbers:

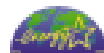
**206-11** High Pressure Sodium and Metal High Lighting Fixtures



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**MANAGE GREEN!**  
The GSA Manage Green program has many facets. For more information, go to our website: [www.gsa.gov/planetgsa](http://www.gsa.gov/planetgsa).

**Energy Star® Products Available? No\***



**Schedules E-Library? Yes**

**Schedules E- LIBRARY**

**GSA Advantage!® Yes**



**Special Ordering Instructions: Order directly from contractors**

\*Note: The Department of Energy's Federal Energy Management Program (FEMP) established a recommended minimum energy efficiency level that Federal buyers should consider when purchasing items under this product grouping. Visit the FEMP web site at [www.eren.doe.gov/femp/procurement](http://www.eren.doe.gov/femp/procurement) to learn more about their efficiency recommendations.



# Module 99 IV – Signs and Display Systems

## Lighting Technologies

### Electrically Operated Exit Signs

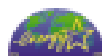
Standard, square exit sign illuminating a safe path to building exit(s).

#### Relevant Special Item Numbers:

**366-14** Electrically Operated or Self Illuminated  
Emergency Exit Signs



**Energy Star® Products Available? Yes**



**Schedules E-Library? Yes**

**Schedules E- LIBRARY**

**GSA Advantage!® Yes**



**Special Ordering Instructions: Order directly from contractors**



#### **BUY GREEN!**

We have made a commitment to help our employees to Buy, Build, Drive, Save and Manage Green in all areas. We encourage all employees to purchase and use environmentally friendly products and services. In addition, we continue to educate program management officials on the requirements of applicable environmental Executive Orders and the extensive availability of environmental products and services from the GSA/FSS supply system. Look for continuing support of this important program.

**Point of Contact: Alan Searsy • (817) 978-8370, Fax (817) 978-2776  
alan.searsy@gsa.gov**

# Federal Supply Schedule 41 I – Commercial and Residential Appliances

## Residential Appliances

When it comes to residential appliances, we help you to purchase and use environmental products and services, which helps you to meet Federal requirements. This product group includes energy efficient Refrigerators/Freezers, Washers, Dishwashers and Room Air Conditioners. We also have a variety of other appliances to choose from.

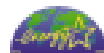
(Note: After October 1, 2000, all commodities managed by the Hardware and Appliances Center will be merged under one schedule number – 51 V Hardware SuperStore. The individual commodities will be under separate SINS for distinction.)



### Relevant Special Item Numbers: (SINs effective October 1, 2000)

- 639-001** Domestic commercially available products and accessories from appliances vendors.
- 639-003** Services. Ancillary services such as, but not limited to, extended warranty, installation and removal of replaced products, leasing, rental and trade-ins.
- 639-99** Introduction of New Products/Services. A new or improved product is a product, offered anytime, that has the potential to provide more economical or efficient means for Federal agencies to accomplish their mission. It may be a product existing in the commercial market, which is being developed, improved, or not yet introduced to the Federal Government. It also may perform a new task or procedure not currently available under any GSA contract.

**Energy Star® Products Available? Yes**



**Schedules E-Library? Yes**

**Schedules E- LIBRARY**

**GSA Advantage!® Yes**



**Special Ordering Instructions: None**

# 2007 III — Audio and Video Equipment

## Home Electronics

### Televisions

For either residential or commercial televisions, tune in to this Schedule. All standard sizes ranging from 13" to projection, including HDTV. Choose your features – consoles, wall-mounted, mono and stereo, and plasma monitors.

#### Relevant Special Item Numbers:

**219-3** Televisions

**219-4** Televisions (Hospital, Hotel/Motel)

### Home Audio Equipment

Music makes the world go 'round, and here's your ticket to ride. We have a wide range of options for making sure your new audio system always hits the right note. Includes stereo systems (receivers, CD players, turntables, cassette players). Speaker choices include wall-mounted, bookshelf and sub-woofers. Build your home theater system to your desired audio level.

#### Relevant Special Item Numbers:

**219-11** Audio Components (Audio Racks, Shelf Systems, Home Theater Systems, CD Players, Turntables, Cassette Players)



### Home Video Equipment

Whether you pop a tape in a VCR, or slip a disc in a DVD, our video equipment selection brings the show on the road to you. VCRs include 2- and 4-head, HI-FI, with remote. S-Video and IFR output available.

#### Relevant Special Item Numbers:

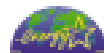
**219-9** VCRs and DVD Players

**219-10** TV/VCRs Combination Units

**Energy Star® Products Available? Yes**

**Schedules E-Library? Yes**

**GSA Advantage!® Yes**



**Schedules E- LIBRARY**



**Special Ordering Instructions: Order directly from contractors**

**Point of Contact: Jim Greer • (817) 978-2484, Fax (817) 978-2776  
jim.greer@gsa.gov**



# 5614A Building Materials

## Residential Equipment

### Electric & Gas Water Heaters

Don't get into hot water without a unit from this Schedule. Includes both Industrial and Commercial/Residential product lines. Features include 30- to 52-gallon sizes, double heating units, glass-lined, round and steel tanks.

#### Relevant Special Item Numbers:

**563-28** Electric and Gas Water Heaters

Planet GSA

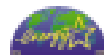
partnering for a greener government

#### BUILD GREEN!

The Building Green Program includes three phases, focusing on increasing the use of recycled materials, waste management and sustainable design.



Energy Star® Products Available? Yes



Schedules E-Library? Yes

Schedules E- LIBRARY

GSA Advantage!® Yes



Special Ordering Instructions: Order directly from contractors

Point of Contact: Alan Searsy • (817) 978-8370, Fax (817) 978-2776  
alan.searsy@gsa.gov

# Water Supply Schedule 5614A Construction and Building Materials

## Water Saving Technologies

### Plumbing Equipment **E E**

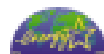
Saving water in the bathroom is an easy place to start! We have a wide variety of products to outfit nearly any plumbing need. Our water saving devices include waterless urinals, low-flow showerheads and faucets. Make an impact with significant water reduction results with simple, standard plumbing hookups.

#### Relevant Special Item Numbers:

**563-25** Lavatories, Bathtubs, Water Closets, Urinals, Showers, Fountains, Basins, Faucets and Components. These are offered in conjunction with Plumbing and Bathroom Fixtures, including Toilet Seat Cover Dispensers, Soap Dispensers and Drain Traps.



**Energy Star® Products Available? No\***



**Schedules E-Library? Yes**

**Schedules E- LIBRARY**

**GSA Advantage!® Yes**



### Special Ordering Instructions: Order directly from contractors

\*Note: The Department of Energy's Federal Energy Management Program (FEMP) established a recommended minimum energy efficiency level that Federal buyers should consider when purchasing items under this product grouping. Visit the FEMP web site at [www.eren.doe.gov/femp/procurement](http://www.eren.doe.gov/femp/procurement) to learn more about their efficiency recommendations. This applies to faucets and showerheads only.

# General Supply Schedule 62 II – Energy Efficient Products

## Solar Technologies

### Solar Power Systems

The power of the sun is harnessed with our Solar Power Systems, Solar Outdoor Lighting, Solar Water Pumps, Solar Water Heaters and Solar Window Film. If you need to heat things up, you won't need an extension cord for these systems. If you want to keep it cool, search Schedule 62 II or Schedule 56 IV A for your place in the shade. We've got portable solar electric systems for parks and forests (user-free stations, water-pumping, and emergency power). Solar roof-top systems include: photovoltaic modules, trace inverters and mounting/wiring kits. Facility lighting systems include modules, inverters, mounting and occupancy sensors. Solar pumps and controllers include submersible pumps for use in irrigation, livestock watering and ponds.



### Relevant Special Item Numbers:

**206-3** Solar Energy Systems. Includes all types of solar energy products, such as pre-packaged PV systems, solar outdoor lighting, solar water pumping and solar water heaters.

**Energy Star® Products Available? No**



**Schedules E-Library? Yes**

**Schedules E- LIBRARY**

**GSA Advantage!® Yes**



**Special Ordering Instructions: Order directly from contractors**



# Schedule 73 III – Food Service, Handling, Refrigeration and Storage Equipment

## Commercial Appliances

### Ice-Making Machines **E**

Chill out with our ice-making machines. It's cooler to buy them from Schedule 73 III. Perfect for high volume institutional applications or lower volume individual applications.

#### Relevant Special Item Numbers:

**302-55** Ice Making Machines

**Visit our Environmental Programs web site at [www.fss.gsa.gov/enviro](http://www.fss.gsa.gov/enviro) to find out what we have to choose from.**



**Energy Star® Products Available?** No



**Schedules E-Library?** Yes

**Schedules E- LIBRARY**

**GSA Advantage!?** Yes



**Special Ordering Instructions:** Order directly from contractors

\*Note: The Department of Energy's Federal Energy Management Program (FEMP) established a recommended minimum energy efficiency level that Federal buyers should consider when purchasing items under this product grouping. Visit the FEMP web site at [www.eren.doe.gov/femp/procurement](http://www.eren.doe.gov/femp/procurement) to learn more about their efficiency recommendations.

# BOA

## Commercial Equipment

### Water Cooled Electric Chillers

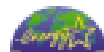
These units are CFC free. 100 to 2,000 ton Commercially Available Centrifugal and Rotary Screw Packages available.

Please note: This category is currently under a Basic Ordering Agreement. These products will be moving to the Federal Supply Schedule Soon.



**SAVE GREEN!** We are improving education on proper use of Energy Star equipment and facilitate Energy Star benchmarking and labeling of GSA buildings. Look for continuing support of this important program.

**Energy Star® Products Available? No\***



**Schedules E-Library? No**

**Schedules E- LIBRARY**

**GSA Advantage!® No**



**Special Ordering Instructions: Contact GSA for details**

\*Note: The Department of Energy's Federal Energy Management Program (FEMP) established a recommended minimum energy efficiency level that Federal buyers should consider when purchasing items under this product grouping. Visit the FEMP web site at [www.eren.doe.gov/femp/procurement](http://www.eren.doe.gov/femp/procurement) to learn more about their efficiency recommendations.

**Point of Contact: Alan Searsy • (817) 978-8370, Fax (817) 978-2776  
[alan.searsy@gsa.gov](mailto:alan.searsy@gsa.gov)**

# Federal Supply Schedule 61 V – Low Voltage Distribution Equipment, Generators and Batteries

## Commercial/Industrial Technologies

### Generators

Energy when you need it, where you need it—That's what you get with our generators and generator transfer switches on Schedule 61 V. Use our purchasing power for your uninterrupted power needs. Installation, maintenance and training are available. Includes spark ignited, diesel, and marine generators. Complete line of accessories available including air cleaners, circuit breakers and chargers.

#### Relevant Special Item Numbers:

**382-1** Portable Generators (Less than 6KW)

**382-2** Portable Generators (Greater than 6KW)

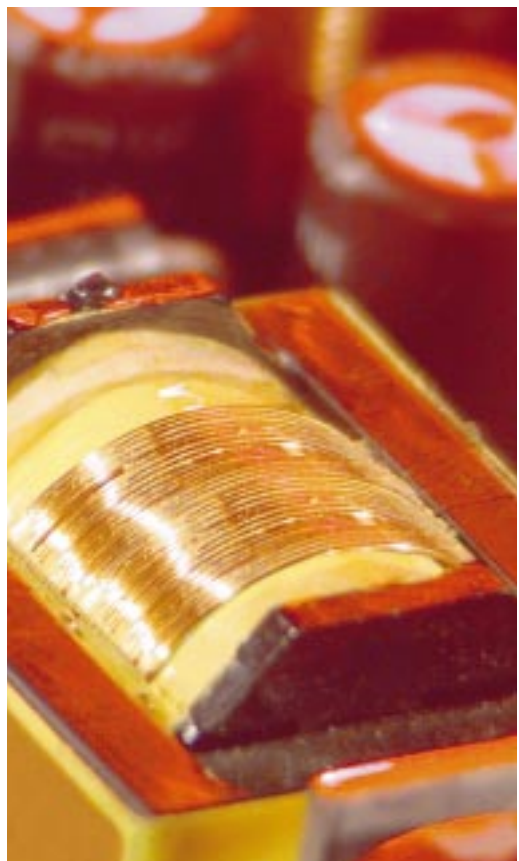
**383-4** Generator Transfer Switches

### Distribution Transformers

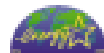
Make your Low and Medium Voltage Distribution Transformers energy compliant by purchasing from this Schedule. Convert electricity from high voltages necessary for transmission to usable voltages for all applications. And, as part of our Total Solutions, we can help with the installation, maintenance, and training, too!

#### Relevant Special Item Numbers:

**412-19** Transformers



**Energy Star® Products Available? Yes\***



**Schedules E-Library? Yes**

**Schedules E- LIBRARY**

**GSA Advantage!® Yes**



**Special Ordering Instructions: Order directly from contractors**

\*Low voltage distribution transformers only; medium voltage distribution transformers covered under the Department of Energy's Federal Energy Management (FEMP) efficiency recommendations. Visit the FEMP web site at [www.eren.doe.gov/femp/procurement](http://www.eren.doe.gov/femp/procurement) for details.



# General Supply Schedule 61 V – Low Voltage Distribution Equipment, Generators and Batteries

## Distribution Systems

### Power Distribution Equipment

We've got all the parts and pieces you need to distribute power more efficiently – including panel boards, switchboards, load centers, metering and analyzers to display harmonic data and voltage profiles.

#### Relevant Special Item Numbers:

- 382-3** Load Banks
- 412-10** DC Regulated Power Supply
- 412-11** AC Regulated Power Supply
- 412-15** Power Distribution Units
- 412-16** Frequency Converters
- 412-17** Switch Gear
- 412-18** Panel Boards



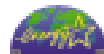
### Power Systems Engineering Support

We'll help you carry the load! With help from this Schedule, you'll be the one in charge of all your power systems. Includes power system program management; engineering and support, installation/start-up, preventive maintenance, emergency services, switchgear/controls modernization and systems integration.

#### Relevant Special Item Numbers:

- 412-52** Power Systems Engineering Support

**Energy Star® Products Available? No**



**Schedules E-Library? Yes**

**Schedules E- LIBRARY**

**GSA Advantage!® Yes**



**Special Ordering Instructions:** Use Instructions for Services at Hourly Rates in the Schedule. Installation, Maintenance, and Training Available. Contact GSA for Details.

# 56 IWA – Construction and Roofing Materials

## Construction Products

### Windows

If that hole in the wall needs filling, select from our array of windows. You'll see the light more clearly from now on. Choose from single/double-paned, storm windows for residential and commercial applications. High security windows also available.

#### Relevant Special Item Numbers:

**563-24** Windows (Residential and Commercial)

### Roofing Materials

We'll help you nail down the right choice for your overhead. And because of the total solution approach, you'll get a square deal on all your roofing materials needs, including shingles and roofing felt. Includes single or multi-ply membrane systems and hot or cold applications including shingles, roofing felt, asphalt and tar.

#### Relevant Special Item Numbers:

**563-4** Roofing Materials

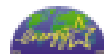
### Solar Window Film

#### Relevant Special Item Numbers:

**563-15** Solar Window Film, Transparent Film with pressure-sensitive adhesive or equivalent for glass applications, used to reduce solar heat gain, interior heat loss, ultra violet light and glare.



**Energy Star® Products Available? Yes\***



**Schedules E-Library? Yes**

**Schedules E- LIBRARY**

**GSA Advantage!® Yes**



**Special Ordering Instructions: None**

\* For residential windows and roofs only.

# Facility Management Systems

## Facility Management Systems

Maintain control over your facility, and use energy in the most efficient way with network interface for complete control of building energy-use functions offered in this Schedule. Use our expertise for long term solutions.

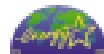
### Relevant Special Item Numbers:

**246-42 (2 & 3)** Facility Management Systems (Energy and Security Functions)

It's important to know that when ordering from this schedule, installation, maintenance and training are available. To fund your purchase, alternative financing is available through performance contracting.



**Energy Star® Products Available? No**



**Schedules E-Library? Yes**

**Schedules E- LIBRARY**

**GSA Advantage!® No**



**Special Ordering Instructions: Contact GSA for details**



# 72 II –

## Miscellaneous Energy Saving Products

### Window Shading Systems

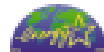
We've got a variety of energy saving window shading systems which let in the light, but not the summer heat! If you know what you want, just order it. Do you need some suggestions? Use our Optional Ancillary Services to help you with design and installation, and you'll have it made in the shade!

#### Special Item Numbers:

- 722-02** Window Treatments, including draperies, drapery accessories, venetian and vertical blinds, window shades and hardware.
- 722-08** Optional Ancillary Services: Installation and Measuring Services, including installation, measuring, and design services
- 722-97** Overseas (International) Products, including all items intended for international use, where power supply and other requirements apply.



**Energy Star® Products Available? No**



**Schedules E-Library? Yes**

**Schedules E- LIBRARY**

**GSA Advantage!® No**



**Special Ordering Instructions: Optional installation and measuring services are available**

#### Point of Contact:

Peter Dallessandro, 3FNI, (703) 308-1622; Sharon Booker, 3FNE, (703) 305-6341;  
Regina Bennett, FSS/3FNG (215) 656-3832, (215) 656-3841

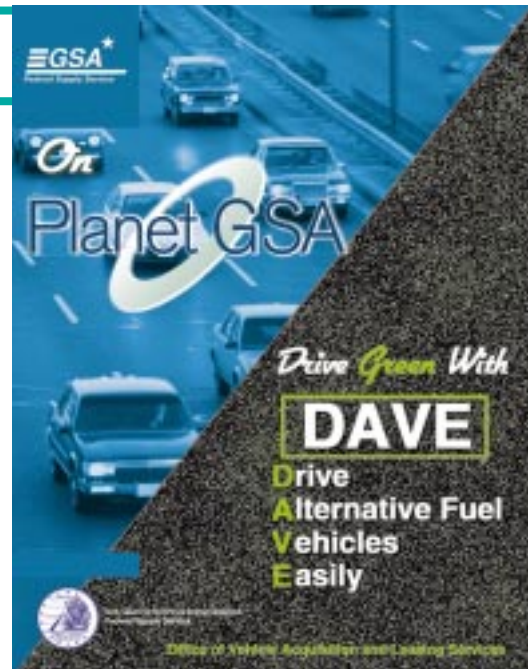
# DAVE

## Alternative Fuel Vehicles

Are you running out of gas? Explore GSA's **DAVE** (Drive Alternative Fuel Vehicles Easily) program. This program includes a variety of alternative fueled sedans, pickup trucks, buses, vans, medium duty trucks and specialty vehicles with features and amenities you would expect to get from gasoline powered vehicles. We currently have the following types of alternative fuel vehicles available:

- Flexible fuel (FFVs) – have only one fuel tank
- Bi-fuel – can run on either alternative or conventional fuel
- Dedicated – run on one fuel only
- Electric (a dedicated vehicle type) – do not have engines

The available alternative motor fuels available for light duty vehicles are: electricity, ethanol, natural gas and propane.



**DRIVE GREEN! We have made a commitment to help our employees to Buy, Build, Drive and Save Green in all areas.**

partnering for a greener government

**Energy Star® Products Available? No**



**Schedules E-Library? Yes**

**Schedules E- LIBRARY**

**GSA Advantage!® No**



**Special Ordering Instructions: None**

**Point of Contact: Ira Herman • (703) 305-6305, Fax: (703) 305-3034  
ira.herman@gsa.gov**



## *otal solutions from the* **FEDERAL SUPPLY SERVICE**

### ***You're busy enough. So we've made things easier.***

In today's rapidly changing work environment, staying on top of the latest developments, evaluating the best products and getting the most value for your money could be a full time job. But you've already got important work to do. So GSA has made it our job to stay on top of all of the newest technologies, most reliable contractors and best prices for you.

### ***Speedy delivery of what you ordered.***

Once you've made a purchase, you won't have to wait long for it. Many items bought on Schedule can be delivered within days, sometimes even overnight. Combine this with our streamlined acquisition procedures and you can see how you can "turn on a dime" to seize new opportunities and respond to unforeseen situations.



*When you need a*

## **TOTAL SOLUTIONS APPROACH**

### ***Using the Schedule means...***

- Blanket Purchase Agreements
- Contractor Teaming Arrangements
- Streamlined acquisition processes
- Simplified ordering
- Best Value determination
- Maximum order provisions
- Pre-negotiated prices
- Availability of further price reductions
- On-line ordering through **GSA Advantage!**
- Government purchase card acceptance
- Expedited delivery
- And more!





***The price is right.***

By using Federal Supply Schedules, you're guaranteed fair prices. Our team of contracting professionals have already negotiated all terms and conditions. Contractors are glad to offer best-value pricing, sometimes additional discounts, too. It's clear: Multiple Award Schedule Contracts offer 'Most Favored Customer' discounts, as well as direct access to volume discounts. Additional price reductions may be obtained on a case-by-case basis when you use Multiple Award Schedule (MAS) contracts.

***It never hurts to ask. The answer may be further price reductions.***

The price reduction clause allows contractors to offer a further reduction on a price that is listed on Schedule. Just ask. Usually, these reductions are in conjunction with large-volume purchases, but as a purchaser, you may negotiate individual price reductions, and contractors are free to offer spot discount pricing.

- You are assured of being FAR compliant
- All competition requirements have been met
- Prices have already been determined to be fair and reasonable
- Less paperwork and documentation
- The option of simplified on-line ordering
- MAS contracts offer Most Favored Customer discounts
- Easy Volume Discounts: We've negotiated the prices for you
- Expedited Delivery: Many items can be delivered overnight or within 2 days
- Easy Payment Options: Contractors accept Government-wide Commercial Purchase Card
- Flexible Options: Blanket Purchase Agreements save time and money
- No Commerce Business Daily (CBD) synopsis requirements: GSA has already issued the synopsis
- Price Reductions: Our discounted prices can be further reduced
- Maximum order limitations have been removed
- Schedule orders may be counted towards meeting small business goals
- Compliance with environmental requirements for applicable services and products



### *Total Solutions*

## **T SPAN PRODUCTS AND PROFESSIONAL SERVICES**

### ***Get Everything You Need To Satisfy Your Appetite.***

On the Product side, with the click of your mouse you can browse through more than half a million products – all with detailed descriptions, full specifications and costs, plus easy access to GSA Schedule contractors.

### ***We've added significantly to our list of Professional Services.***

When it comes to Professional Services, you will find companies and specialists who offer detailed professional support. You'll browse full listings of their labor categories, detailed descriptions of services, hourly rates, and contact information. Most importantly, you will find the best and brightest people to meet your unique needs.

### *It's the Best of Combinations*

## **VE TIME AND MONEY**

Using Federal Supply Schedules saves you time at every step of your acquisition, from comparison shopping...to ordering...to delivery. For starters, it means you don't have to publish an announcement in the Commerce Business Daily. And placing orders with our Blanket Purchase Agreements is simple.

A recent independent study found that it takes an average of 49 days to establish a BPA under a GSA schedule; 15 days to issue an order under the Schedule; and 13 days to issue an order against a Schedule BPA.

The IDIQ agency process takes an average of 268 days (by that time, the technology is probably obsolete!).

## *Different Procedures for*

## **VICES**

### **When ordering PRODUCTS.**

Be sure to let contractors know you're a Federal customer so you can take advantage of the Schedule price. Be sure to cite the GSA Contract number on your ordering documents and when paying with the Government-wide Commercial Purchase Card. Guidelines for ordering from Schedules can be found in Federal Acquisition Regulation, (FAR) 8.4 at <http://www.arnet.gov/far>

Also be sure to follow these guidelines:

#### **Under the \$2,500 Micro-purchase Threshold**

- Order from any Schedule contractor

#### **Over the \$2,500 Micro-purchase Threshold**

- Look at 3 price lists or **GSA Advantage!**
- Select the "Best Value"

#### **Orders Over the Maximum Order Threshold**

- Follow Procedures for orders over \$2,500
- Review price information on **GSA Advantage!**, or review additional contractors' price lists
- Request price reductions from contractors who represent "Best Value"
- Place your order with the Schedule contractor offering "Best Value"

### **"BEST VALUE"– IT'S NOT JUST ABOUT PRICE.**

When making purchasing or leasing decisions, be sure to consider:

- Past performance (e.g. experience)
- Special features of the product/service
- Trade-in considerations
- Probable life of the item selected
- Warranty considerations
- Environmental and energy efficiency considerations
- Technical qualifications
- Maintenance availability

### **When ordering PROFESSIONAL SERVICES follow these three easy steps.**

1. Prepare a Request For Quotation that includes a performance-based statement of work. Here you should outline, at a minimum, the work to be performed, the location of the work, the period of performance, a deliverable schedule, applicable standards, acceptance criteria, and any special requirements (e.g., security clearances, travel, special knowledge, etc).
2. Transmit your Request For Quotation to the contractors that appear to offer the best value. To determine who should receive the Request For Quotation, examine available catalogs and price lists. Factors that may help you make such best value determinations include the scope of services offered, hourly rates, and the contractors' respective locations.
3. Evaluate the contractor proposals against the factors identified in the Request For Quotation and select the contractor to receive the order. The contractor you choose should be the one whose quotation represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

Remember to follow GSA's established procedures. Services are priced at hourly rates on the Schedule. However, though GSA has determined that the prices are fair and reasonable, you must consider the level of effort and mix of labor proposed to ensure that the total firm fixed-price or ceiling price is fair and reasonable.



## Schedules E- LIBRARY

### CONTRACTOR AWARD INFORMATION

For a listing of the very latest contract award information you can visit us on the web at [www.fss.gsa.gov/schedules/](http://www.fss.gsa.gov/schedules/) and then click on the graphic link to Schedules E-Library.

You can search the E-Library by Special Item Number, Contractor, Contract Number, Schedule Number or by a key word. When you get to the Schedule you want, you'll see the list of SIN's and the Contractors listed below each SIN. When the Contractor's Internet address is available, it will be shown and you can use it to link to their website. The E-mail address, if available, will enable you to E-mail the Contractor for price lists or any other contract information. (Note: The Internet address will only be available for those contractors whose items are on **GSA Advantage!**)

If you don't have access to the Internet, you can get a list of the current contractors by contacting the FSS Information Center at (703) 305-6477. In the future, a Faxback service will be available for obtaining this information.

Consult the contractor's catalog/price list for more detailed ordering information, such as:

- Contract items awarded
- Maximum order provisions
- Geographic coverage (delivery area)
- Contract price or discount
- Quantity discounts
- Prompt payment terms
- Government purchase card terms
- Commercial delivery terms
- Expedited delivery
- Ordering address(es)
- Payment address(es)
- Warranty provision
- Export packing charges

- Applicable terms and conditions of rental, maintenance, installation, and repair
- Environmental and energy efficiency

### SMALL BUSINESS PARTICIPATION

The General Services Administration and the Small Business Administration strongly support the participation of small business concerns in the Federal Supply Schedules Program. To enhance small business participation, SBA policy requires agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/price lists of at least three schedule contractors or to consider reasonably available information by using the **GSA Advantage!** on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/price lists, **GSA Advantage!**, and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business contractors.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting price lists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

## **AUTHORIZED USERS**

The agencies and activities named below may use contracts established under Federal Supply Schedules.

- All federal agencies and activities in the executive, legislative and judicial branches.
- Government contractors authorized in writing by a federal agency pursuant to 48 CFR 51.1.
- Mixed-ownership Government corporations (as defined in the Government Corporation Control Act).
- The Government of the District of Columbia.
- Other activities and organizations authorized by statute or regulation to use GSA as a source of supply.

## **GEOGRAPHIC COVERAGE**

All Federal Supply Schedules provide contractors the opportunity to offer worldwide coverage. Schedule contractors have three categories of geographic coverage to offer: (1) Domestic, which will cover delivery to the 48 contiguous states; Washington, DC; Alaska; Hawaii and Puerto Rico; (2) Worldwide, which will cover delivery domestically AND overseas, and (3) Overseas Only, which will cover delivery to overseas destinations other than Alaska, Hawaii and Puerto Rico.



## VARIABLE CONTRACT PERIODS

Generally, Federal Supply Schedules will no longer have a prescribed beginning and ending date. The schedule periods will be continuous, and will contain contracts with contract periods that commence on the Date of Award (DOA) and expire in 5 years (exclusive of any options) from the DOA.

## INCIDENTAL ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule BPA or the individual task/delivery order if the items are clearly labeled as such on the order, all applicable acquisition regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market items.

## ENVIRONMENTAL PRODUCTS

To assist our customers' efforts in complying with the requirements of environmental laws and Executive Orders (considering price, availability and performance requirements), our Schedule contractors have been requested (where possible and/or feasible) to identify items that:

- Have recycled content (e.g., EPA-designated items with specific content requirements)
- Are energy and/or water saving (e.g., Energy Star®)
- Have reduced pollutants (e.g., low volatile organic compounds [VOC's] and chromate-free)

Note: Customers should review contractor literature and contact the contractor directly to obtain complete information regarding environmental claims.

Applicable guidance can be found in FAR 23, DFAR 223 and on our environmental Website at:

<http://www.fss.gsa.gov/environ>





## **LEASING**

Only equipment offered on a Federal Supply Schedule may be leased. Some guidelines for leasing are as follows:

Once you have selected the equipment, then you need to determine whether it is more advantageous to lease or purchase it. The contracting officer should compare the leasing terms offered from the third-party leasing companies in the Schedule as well as those offered by the Schedule equipment sellers. For example, most Information Technology (IT) leases, other than Lease to Ownership (LTOP),

require the ordering agency and the leasing contractor to determine as part of the initial lease agreement, the market value of the equipment at the end of the lease term; i.e., its residual value.

Once the best leasing terms have been selected, the contracting officer can compare the advantages of leasing to those of direct purchase. OMB Circular A-94, par. 13, describes the economic analysis that is to be used in determining the economic impact of leasing vs. purchasing.

Leasing requires a commitment on the agency's part for all the terms and conditions of the lease for the full term of the lease. If an agency has annual appropriations requiring issuance of supplemental funding documents, the agency's procurement and accounting systems must be capable of timely generation of the requirement documents. Customers must also be mindful of submitting "renewal delivery orders" in a timely manner to assure that their lease does not expire. Cancellation of a lease for lack of funds should only be done when the organization is no longer funded. Court decisions have held that termination for convenience should only be employed when the agency no longer has a requirement for the equipment. Example: An employee has retired and the position will not be filled, so now there is a piece of equipment that is not needed. In other words, a desire for something different, newer, or better is not a justification for the premature cancellation of a lease.



## *Blanket Purchase Agreements*

### **YOUR FLEXIBLE PURCHASING OPTION.**

Federal Supply Schedule contracts contain BPA provisions to maximize your purchasing and administrative savings. This feature permits schedule customers and contractors to set up “accounts” to fill a “recurring requirement”. These accounts establish a period for the BPA and generally address issues such as frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/ volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under the BPA. Finally, contractors may be open to a progressive type

discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be especially useful with the new Maximum Order feature. Remember, Blanket Purchase Agreements offer a direct and highly flexible purchasing option for speeding up procurement – especially if you have ongoing needs or want to combine contractors. Be sure to take advantage of this easy-to-use, versatile way to purchase or otherwise meet your purchasing needs.

You may need to use multiple BPAs for your purchasing needs. That’s perfectly fine. Just be sure to determine which contractors meet the necessary technical specifications before you establish the BPA, and follow the ordering procedures for services.

#### ***“How Do I Set Up a BPA?”***

It’s surprisingly uncomplicated. You simply need to:

- Define your agency requirement.
- Estimate your quantities and delivery requirements.
- If your BPA estimate exceeds \$2500, follow FAR 8.4 ordering procedures – click on **GSA Advantage!** or look at three price lists. If your estimate exceeds the maximum order threshold, look at additional price lists and be sure to seek price reductions.
- Once your “Best Value” selection is complete, you and the contractor(s) sign the BPA.
- Review the BPA at least annually to ensure that it remains a best value for your agency.

#### ***Contractor Teaming Arrangements – Yet another example of our “total solution” approach.***

As products and services expand, they’re converging too. In response, many contractors have started teaming up to offer wider services or more specialized offerings. Now our Schedules program (along with other FSS features) accommodates these teaming configurations, allowing you to set up BPAs for them. You can even request a total “Teaming Solution” that brings together your own team of contractors, tailor made for your needs. And remember, Contractor Teaming Arrangements need not be limited to similar contractors. Any number and type of contractors, as long as they are a GSA schedule contract holder, can team together to provide a total solution for you – whether that solution includes products or services, or both. (See FAR 9.6)

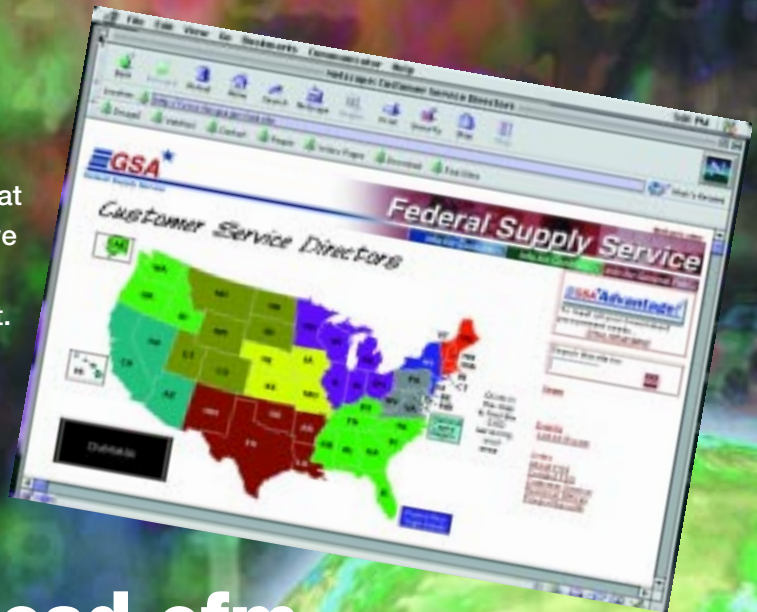


## otal Solutions from the Y SERVICE

### **CUSTOMER SERVICE DIRECTORS**

[www.fss.gsa.gov/csd.cfm](http://www.fss.gsa.gov/csd.cfm)

Have questions? Need information? We're dedicated to supporting all of your ordering needs – and so much more! GSA's Customer Service Directors are here to help you do what you do best. Find out who your representative is by visiting this website. It's simple – just click on your state to find out who to contact.



[www.fss.gsa.gov/csd.cfm](http://www.fss.gsa.gov/csd.cfm)



### **ENERGY SOLUTIONS**

[www.fss.gsa.gov/environ/](http://www.fss.gsa.gov/environ/)

Last, but not least – visit our website for the latest information regarding our program. You can download our Environmental Products and Services Guide as well as other pertinent publications. As always, we welcome your feedback on how we can better service you. We're only a "click" away!

[www.fss.gsa.gov/environ/](http://www.fss.gsa.gov/environ/)



## *Point and Click Ordering* **WITH GSA Advantage!**

Now you don't even have to leave your desk to order on Schedule. Just use **GSA Advantage!** to quickly browse through our on-line shopping mall. Designed to link Schedule products and services with catalog descriptions, current pricing and delivery information, all in a single location, **GSA Advantage!** makes ordering a breeze.

### **Find us on the Web.**

Just go to [www.gsaAdvantage.gov](http://www.gsaAdvantage.gov) Once there, follow the instructions to register as an authorized user or select the option for just browsing. You will then reach **GSA Advantage!** where you can select the products you are looking for. It's that easy.

With a click of your mouse you can roll your electronic shopping cart through a store dedicated entirely to products and services that we offer. You can conduct searches; investigate product specifications; review delivery options; search for items by keywords, part numbers, National Stock Numbers, or vendor names. You can even compare features, prices, and delivery options.

### **Anyone can do it.**

Anyone can browse, assemble an order and place that order in an electronic shopping cart. To be "authorized" to order you must have either a Government-wide Commercial Purchase Card or a GSA account number (activity address code) and a GSA-assigned password. (Your MUFFIN password will work.) For more information on obtaining a Government-wide Commercial Purchase Card, call the FSS Services Acquisition Center at (703) 305-6658. To obtain a GSA account, call the FSS Supply Management Division at (703) 305-7977.

**GSA Advantage!** also highlights those companies that offer "environmentally-friendly" products.

### **Compliance is guaranteed.**

By using **GSA Advantage!** you can be certain that you have complied with all Federal procurement requirements, as well as those of the Javits-Wagner O'Day Act for buying products and services from the National Industries for the Blind, NISH, and UNICOR.



***Put it on your card.***

Why not use your Government-wide Commercial Purchase Card to order from **GSA Advantage!** Contractors are required to accept it for orders below the micro-purchase threshold (\$2500). And it's so simple, saving you time and money. What's more, **GSA Advantage!** takes care of much of the required record keeping and documentation for you.

***Be safe and secure.***

To safeguard sensitive financial information, we do require that you use a secure Web browser such as Netscape Navigator or Microsoft Internet Explorer to provide encryption security – which means peace of mind for you.

***A long list of advantages.***

Using **GSA Advantage!** means you'll save time and aggravation at every step by reducing the time required to find the products you need

- Placing your orders faster and more accurately (with no re-keying)
- Taking advantage of up-to-the-minute pricing
- Reducing paper schedules and vendor catalogs
- Enjoying access to historical ordering and billing data.

You will also enjoy instant e-mail status about your order

- Direct telephone and Helpdesk support
- The ability to conduct searches for products that meet specialized requirements (environmentally friendly, Energy Star® and other energy-efficient items, recycled items, small business items, etc.).

**PURCHASE CARD**

Agencies may make payments for oral or written delivery orders by using the Governmentwide commercial purchase card.

“Governmentwide commercial purchase card” means a uniquely numbered credit card issued to named individual Government employees or entities, to pay for official Government purchases.

Schedule contractors are required to accept the Government purchase card as payment for acquisitions up to the micro-purchase threshold, currently \$2,500. The card may be used for payment in excess of this threshold if the using agency and contractor agree.

Relevant terms and instructions for use of the Government purchase card are contained in the GSA Fleet, Travel and Purchase Payment System Program Guide and within your agency's written internal operating procedure. The Program Guide is available from:

[www.fss.gsa.gov/services/gsa-smartpay](http://www.fss.gsa.gov/services/gsa-smartpay)

The contractor shall not process a transaction for payment through the credit card clearing-house until the purchased supplies have been shipped or services performed.

Unless the cardholder requests correction or replacement of a defective or faulty item in accordance with other contract requirements, the contractor shall immediately credit a cardholder's account for items returned as defective or faulty.

*Notes*



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